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Approved For Release 2000/08/17 : CIA-RDP61-00901A000100110020-6

CURRENT AND PROPOSED SUPPLY BRANCH T/O

<u>TITLE</u>	<u>GRADE</u>	<u>NO. OF POSITIONS</u>	<u>ESTIMATED COST</u>
SUPPLY OFFICER	GS-12	1	\$ 8570.00
SUPPLY ASST	GS-09	1	6135.00
PROP. & SUPPLY ASST	GS-07	1	5130.00
STOREKEEPER GEN.	GS-07	1	5130.00
ORD. TECHNICIAN	GS-07	1	5130.00
STOREKEEPER GEN.	GS-06	1	4640.00
STOREKEEPER GEN.	GS-05	3	12570.00
PROP. & SUPPLY CLK	GS-05	2	8380.00
CLERK-STENO.	GS-05	1	4190.00
CLERK-TYPIST	GS-04	1	3850.00
FORK LIFT OPR.	WB-05	<u>2</u>	<u>7654.40</u>
	Present Total	15	\$71379.40
 <u>SHOP STORE:</u>			
STOREKEEPER GEN.	GS-07	1	\$ 5130.00
STOREKEEPER MECH	GS-06	1	4640.00
STOREKEEPER GEN	GS-05	1	4190.00
LABORER	WB-03	<u>1</u>	<u>3393.60</u>
	Additions Requested	4	\$17353.60
	Proposed Total(s)	19	\$88733.00

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STATEMENT OF MISSION AND FUNCTIONS - SHOP STORES

1. MISSION:

Under the jurisdiction of the base Supply Officer the Shop Stores acts as a retail outlet to facilitate the issue of material for use by the Public Works Branch in current maintenance and repair.

2. FUNCTIONS:

a. Processes all requisitions from Public Works Branch, receives and issues recurring stock items, maintains stock levels and inventories, and stores a 30-day supply of those items which may be justified for stocking on the basis of current usage experience.

b. Responsible for procuring and binning against the job order from bills of materials issued by the Public Works Branch and charging to the job as issued.

c. Issues material to persons authorized to draw against authorized job orders, service requests, or emergency work and acts as the central issuing point for all building and maintenance materials and P.O.L. products.

d. Forwards lists of project materials received and otherwise effects material coordination and control with the Public Works Planner/Scheduler.

e. Acts as the central day-to-day contact point between the Public Works Branch and the Supply Branch.

f. Responsible for timely delivery of the proper quality and quantity of material to the job in coordination with the Shop Planner/Scheduler.

g. Receives materials returned for credit against an authorized work order, service request, or emergency work.

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POSITION DESCRIPTION - STOREKEEPER (GEN)
SUPPLY BRANCH/SHOP STORES

Serves as Shop Store Supervisor and as such is responsible for the requisitioning, receipt, storage and issue of all material required in Public Works Branch operations. Under the general supervision of the Supply Officer performs the following duties:

1. Coordinates plans and projects with the Public Works Office.
2. Coordinates with Supply Branch on items required, delivery dates, schedules, etc...
3. Makes out requisitions for forwarding to Supply Branch.
4. Responsible for maintenance of stock records and proper posting.
5. Follows up on requisitions and assists the Supply Branch in electing supply sources.
6. Coordinates receipt of project materials and delivery to the job.
7. Sees that station directives concerning the conduct of Shop Stores are carried out.
8. Approves certain stub requisitions as considered necessary by the Supply Officer.
9. Ascertains that material returned to Supply Branch is delivered to the proper supply storeman.
10. Takes Spot Inventories of fast moving items and adjusting the stock cards to agree with stock on hand.
11. Reducing the stock of non-standard maintenance material to a minimum by substitution of standard stock items.

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POSITION DESCRIPTION - STOREKEEPER (MECH)
SUPPLY BRANCH/SHOP STORES

Serves as Storekeeper and Auto Parts Manager. Under the supervision of the Chief, Shop Stores performs the following duties:

1. Responsible for maintaining a 14 day supply of items for Shop Stores customers.
2. Issues Motor Pool and Maintenance items on a need basis.
3. Issues Shop Store Center items on an emergency basis.
4. Re-orders from Shop Stores Center to maintain established stock level.
5. Maintains stock cards and records.
6. Arranges for delivery of items from Shop Stores Warehouse to users.
7. Recommends substitution for interchangeability of parts and materials.
8. Determines by visual inspection that all stock items are in "ready for use" condition.
9. Operates Shop Stores in accordance with station directives.

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POSITION DESCRIPTION - STOREKEEPER (GEN)
SUPPLY BRANCH/SHOP STORES

Under the supervision of the Shop Store Supervisor serves as Storekeeper responsible for the following:

1. Receiving material from Supply.
2. Posting stock record cards of "due ins" and "due outs".
3. Issuing over the counter to users, jobs, and Shop Stores.
4. Delivering project material to the job.
5. Supervising Laborer in the Warehouse.
6. Receiving, receipting, and issuing material.
7. Assisting Public Works personnel in preparing supply documentation to order, receive, or return items from Supply.

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POSITION DESCRIPTION - LABORER
SUPPLY BRANCH/SHOP STORES

DUTIES:

1. Assists in receipt and delivery of materials from Supply.
2. Puts up material in bins and storage areas.
3. Assists Storekeepers in over the counter issuing.
4. Assists in maintaining stock levels.

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PROBLEMS IN ESTABLISHING A FIRM WORK-BURDEN T/O IN
PUBLIC WORKS BRANCH AT PRESENT TIME

1. Quantitative data on workload, productivity, plant inventory, etc., are inadequate for accurate projection of staffing needs for maintenance and operation.
2. Up to this point maintenance has been on a breakdown basis. Staff has had no capability for preventive maintenance.
3. Present period is one of transition:
 - a. Change-over of command (Public Works Officers).
 - b. Change in operating philosophy (to "Controlled Maintenance").
 - c. Change in procedures.
 - d. Training of new personnel, re-training of old.
4. Productivity has been low, owing to:
 - a. Poor system of supply, resulting in lost time to workmen.
 - b. Inadequate initial level of skills.
 - c. Inadequate training on-the-job.
 - d. Inadequate supervision.
 - e. Inadequate planning and scheduling of work.
5. Productivity will continue to be low throughout the transitional period while the factors in 4. above are being corrected, new procedures installed, new personnel are being training and old personnel re-trained.
6. Experience is lacking re practicability of contracting various types of Public Works jobs - especially services.
7. There is need for further study re functional alignment and/or elimination:
 - a. Within the Public Works Branch
 - b. External to Public Works, in Support Staff.
8. There is an exceptional amount of preventive maintenance work at this time (because of accumulated backlog).
9. Inadequate definition of Public Works sphere of responsibility - especially in services area. (mission and functions).
10. Inadequate articulation and enforcement of policy.

Prep. 8 Aug 58

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ATTACHMENT 9
(Prepared 30 July 1958)

S E C R E T

ADMINISTRATIVE/MANAGEMENT PROBLEMS NEEDING ATTENTION 1/
IN PUBLIC WORKS BRANCH

1. PERSONNEL

Work with the station Personnel Officer on:

- a. Staffing priority, absorption rate, etc. during staffing up
- b. Development of complete and solid job descriptions--and putting them into use
- c. Indoctrination of new personnel
- d. Arranging training, both formal (e.g. modified Basic Supervision for foremen) and on-the-job

2. SUPPLY

a. Work with the Chief of the Supply Branch on:

- 1) Location and layout of the new Shop Stores operation
- 2) Forms, systems, procedures, controls for Shop Stores
- 3) Transfer of gasoline and oil dispensing from Public Works (Transportation) to Shop Stores (Supply)
- 4) Transfer of the preparation of requisitions and catalog search and maintenance from Transportation to the Shop Stores

b. Monitor

- 1) Assembly of necessary supplies by Shop Stores prior to scheduled start of a job by Maintenance
- 2) Running of supplies to workmen once job has been started

3. STATEMENTS OF FUNCTIONS

Work up careful statements of functions for the organizational components of the Public Works Branch. Surface for Administrative decision functions which could be eliminated or more appropriately performed by another component.

4. PHASING

Phase the transfer of responsibilities (e.g., assumption by Garage of responsibility of servicing of automotive equipment--including roads and grounds equipment) to synchronize with increase in capability of receiving component.

1/This list is illustrative, rather than all-inclusive.

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5. LAYOUT

Seek an efficient layout which would:

- a. Permit consolidation of Maintenance and Transportation Superintendents' Offices 1/
- b. Locate the Station Engineer's Office and staffs contiguous to the office of the Maintenance and Transportation Superintendents.
- c. Locate the Tool Crib operation.
- d. Improve the layout, within limitations, for the shop and equipment-storage (including automotive equipment) areas.
- e. Provide adequate rest-room and lunch-period facilities for workmen and Maintenance office personnel.

6. SYSTEMS, PROCEDURES, FORMS, RECORDS, REPORTS, CONTROLS

Work out systems, procedures, forms, records, reports, controls with particular relation to:

- a. The introduction of Controlled Maintenance
- b. Setting up a Tool Crib operation
- c. Establishment of an Administrative Staff (Office Management functions, etc.)
- d. The new Shop Planning/Scheduling 2/ function in the Office of the Maintenance Superintendent
- e. Overcoming problems presently resulting in disruption of scheduling; e.g., workmens' time lost awaiting access to Site III installations
- f. Record-keeping in all components of the Public Works Branch
- g. Work flow and paper flow
- h. Provision of workload, work measurement, administrative reporting, and control data.
- i. Introduction of records management procedures and techniques
- j. Possibility of further mechanization of some operations (e.g., Janitorial)
- k. Development of procedures manual for Public Works operation (especially Controlled Maintenance)

1/ Especially to provide for common clerical support, of which the Transportation Supt. is in particular need.

2/ Present scheduling is frequently too close, resulting in plumbers, carpenters, painters and electricians all trying to work at the same time in the same place.

- 25X1C4a
1. System for P.W.O. instructions
 - m. Exploration of possible advantages of time clock for P.W. personnel ([REDACTED])

7. ASSIGNMENT OF VEHICLES

Examine assignment, adequacy (as to both type and number) and utilization of vehicles

- a. Within the Public Works Branch 3/
- b. Station-wide (working with the Supply Officer)

8. LIAISON

Effect liaison, as the situation may dictate, with appropriate [REDACTED]
[REDACTED] and/or Headquarters components.

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3/ An increase in the T/O may result in the need for more vehicles.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 26 NOV 1958

FROM : Chief, Budget Division

SUBJECT: Reorganization - Public Works and Supply Branches, 

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1. Since the preparation of the Comptroller's comments on this subject in June 1958, the Office of Training has submitted its operating budget for Fiscal Year 1959. This budget provided approximately \$76,000 covering the 14 additional positions which were included in the request at that time. It was not possible for the Office of Training to accommodate within its Fiscal Year 1959 budgetary ceiling all of the rehabilitation, improvement, and maintenance desired for the Training Base. Based upon a review of the Office of Training's budget, we are convinced that the costs, approximately \$157,000, of 29 of 36 positions now recommended cannot be absorbed by the Office of Training. Neither is it believed possible at this time to release funds from the allocations of other DD/S offices.

2. Of the total of 43 positions (7 approved on 7 June 1958 and 36 now being recommended), provision was made in the Fiscal Year 1959 budget of the Office of Training for 14 positions. Unless the DD/S administratively determines that a reduction in other Support component ceilings should provide the necessary additional 29 positions, we can only conclude that ceiling positions are not available within the Support Area for this purpose. Based on our review of the operating budgets for the Fiscal Year 1959, we do not believe that other offices have positions in excess of their requirements.

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